

**Beverly Beach Improvement Club
Board of Trustees Meeting
February 28, 2019**

The meeting was held at 1842 Foliage St., Beverly Beach and called to order at 3:00 pm by President Robin Charlwood.

BBIC Board Members Present:

Robin Charlwood, Gordy Frederickson, Laura Lahm (telephone), Randy Weisz, Ron Knox, John Barney and Trisha Brigham

Non-Voting Members Present:

Cheryl Weisz, Ryan Goodman

Robin welcomed the attendees, noted that a quorum was present and handed out copies of the agenda (copy appended) and budget report.

Ron Knox motioned and Randy Weisz seconded a motion to approve the minutes of the last meeting on October 30, 2018.

1.) Financial and Budget Status:

Laura shared the Profit and Loss Budget with the Board. After the review it was determined the budget is on track for this year.

2.) Status of Investment of Capital Reserve Funds:

We are still in the process of moving the Capital Reserve to an invested Vanguard account. The amount to be retained as cash is yet to be determined. Laura, Robin and Ron will finalize this as soon as possible .

3.) Update of Asset Management and Capital Reserve Plan:

After a series of analyses and meetings we have agreed on a "cash flow" methodology to provide a basis to establish the necessary annual contributions required to cover expected replacement costs in the foreseeable future. However, it was agreed that we need to firm up on the expected lifetimes and cost estimates for replacements in order to apply this plan. A small group of board members and Ryan Goodman will meet to review the expected life and cost of replacement. It is planned to have a recommendation ready for presentation at the Annual meeting In August 2019.

4.) Operations and Review of Estimates of Monthly Unaccounted for Water by WWS:

There has been ongoing concern about the WWS estimates of the unaccounted-for water quantities. These have been in the range of 17% for the last few months. To tighten up the estimates WWS now meter the water usage by back-flushing and mains flushing and the monthly pump and user meter readings are now synchronized. WWS suggested that the user meters may be under-reading significantly and might need to be replaced. One spot check indicated that one of the newer user meters was within 5% and ok, but other tests will be made on older meters to check their accuracy. Dylan from WWS and Randy Weisz have concluded independently that the pump meter reading may be over-reading by about 15%. If these factors is taken into account, then the unaccounted-for water estimate is reduced to about 2%. Notwithstanding the apparent error in pump quantities, the unaccounted-for estimates over the last few months have been consistent and show no signs of a leak. Dylan and Randy will

continue tracking this until the end of spring to confirm the pump overread and determine if replacing the pump meter would solve the problem. The pump meter readings will be checked against the flow rate using the new pump rating curve after the pump is replaced in June 2019. A decision on the need to replace the pump meter will be made after that check.

5.) Well Site Drains and Cleanup:

It was agreed that in order to have year round access to the well site, especially in case of emergency repairs, the area will need to be graveled. We will get a quote for this job.

6.) Pump Replacement Status:

The pump replacement is scheduled for early summer (June).

7.) New Faucets at Tanks:

Additional faucets are needed to access water in emergency situations when the supply mains are unavailable. This is proposed to be made on each supply line close to the tanks. WWS have offered a simple design using a saddle strap connection to each 8-inch main, standard setters with meters and yard hydrants. Concerns were expressed about the vulnerability of such an attachment and it was decided we need to continue investigating the best solution and location before making a commitment.

8.) Back up Generator and Electrical systems Upgrade:

We are currently looking into a manual-start back up generator to be purchased after the pump replacement in early summer.

9) Hook Up Policy and Arrange for Bylaw Change:

The bylaws will need to be updated and get membership approval to address the new "Hookup Policy" effective August 18, 2018. The board will prepare the bylaw change for the annual meeting to be held on August 10, 2019.

10) Other Bylaw Changes

No other bylaw changes are planned at this time.

11.) Response to Request for Possible Easement Below Lot 143 and Clarification of the Status of the Trail Between Lots 142 and 143:

In order to improve drainage on their property the owners of Lot 143, Doug and Lenee Arnett have asked if BBIC would consider granting an easement for a drain into the Reserve "A" community property. In addition, the Arnetts enquired about the status of the License that was proposed by the previous owner, Tommy Mine, to allow the use of the land designated as a 10-foot-wide Trail immediately to the north of their property. The board has drafted a letter in response to the Arnett's request summarizing BBIC's position according to the BBIC Plat Map, recent surveys by TMI, consultation with Island County regarding the Arnett's variance application and advice from BBIC's attorney in 2011, recently confirmed. The key points of BBIC's understanding were stated to be:

- a) The lot boundaries are as defined on the Plat of Beverly Beach Division No.1 registered with Island County on 2nd of July 1928.
- b) This Plat shows that the western boundary of Lot 143 is at the "Foot of Bank" abutting the Private Beach and Playground Reserve "A".
- c) This Plat also shows a 10-foot-wide "Trail" from Beach Drive to the Private Beach and Playground Reserve "A". This "Trail" is separate from Lot 143 and is to the north of the northerly boundary of Lot 143. The "Dedication" on said Plat indicates that this trail is reserved "to the public and for the public use forever".

In the light of these understandings, we included the following observations and requests:

- d) It appears that some of the structures at the foot of the bank are located on Reserve "A", BBIC Community property.
- e) The proposed buildings, garden and road access layout should appropriately take into account the correct location of the northerly lot boundary abutting the 10 foot "Trail".
- f) It appears that part of their existing garden, the septic tank, the septic discharge line, the road access and possibly part of the roof of the gazebo at the top of the bank are encroaching on the 10-foot-wide "Trail".
- g) In the event that the Community decides to activate the 10-foot-wide "Trail" to provide additional access to Reserve "A" at some time in the future, then they may be required at that time to move some or all of these encroaching items off the "Trail" and Reserve "A".
- h) The proposed "License" for temporary use of the land within the 10-foot-Trail that was drafted in 2010 between the former owner of Lot 143, Tommy Mine, and BBIC was never executed. The 10-foot "Trail" is dedicated for public access in perpetuity. BBIC is not in a position to issue any License that would alter or change that dedication.
- i) If the proposed drain will discharge onto Reserve "A", either directly or indirectly, then the drain layout should take into account the correct location of the western property boundary at the foot of bank and we will request a specific layout and details with a geotechnical report supporting this proposal. BBIC Board will then review the impacts and, if acceptable, then address the possibility of an easement. If such is the case, then we will need to get approval of the membership for such an easement.

The board reviewed the final draft the letter. Ron Knox motioned to approve the letter. John Barney seconded it and all members approved. A small group will meet with the Arnett's to discuss and present the letter.

12.) Discussion of Options for Maintenance of the Gully Beach Access including Tree Removal: The possibly unstable Alder tree leaning over the pathway will be removed by BBIC. The board will contact Jim Fox and get the necessary County permits for removal. The Board get advice on appropriate remedial measures for the maintenance of the gully pathway, investigate possible environmental improvements and develop a remedial measures plan for review and consideration at the 2019 Annual Meeting.

13/14.) BBIC Website Upgrade and Back-up Person for Data Collection:

Robin and Laura are continuing to upgrade the BBIC digital file systems. The board recognizes the importance of David Demorest's job of collection data and website management, and feels it is necessary to have a back-up person for David. The board will send out a request for help to the membership.

15.) Membership in Whidbey Island Water Systems Association:

The board agreed to continue membership and pay the yearly dues as it is deemed important to be a part of this association.

The meeting adjourned at 5:30 pm.

Respectfully submitted by Trisha Brigham, Secretary BBIC



**BEVERLY BEACH IMPROVEMENT CLUB
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BBIC Board Meeting

Thursday February 28, 2019
1842 Foliage St, Beverly Beach, Freeland, WA.

Agenda

1. Financial & Budget Status – Laura
2. Status of investment of Capital Reserve funds - Laura
3. Update of Asset Management & Capital Reserve Plan - Robin
4. Operations and review of estimates of monthly unaccounted for water by WWS – Robin & Randy
5. Well site drains & cleanup – Gordy and Bill Brigham
6. Pump replacement status - Gordy
7. New faucets at tanks - Robin
8. Backup generator and electrical systems upgrade - Gordy
9. Hookup policy - arrange for bylaw change - Ron
10. Any other bylaw changes required? – Ron
11. Response to request for possible easement below Lot 143 and clarification of the status of the Trail between Lots 142 and 143 - Robin
12. Discussion of options for maintenance of the Gully Beach Access incl tree removal - Robin
13. BBIC website upgrade, emails and digital records – Laura/David
14. Backup person for data collection / web site management projects – Robin/Laura
15. Membership in Whidbey Island Water Systems Association - Robin
16. Other business